

15 November 1963

25X1 [redacted]
Eastman Kodak Company
A&O Division
400 Plymouth Avenue N.
Rochester, New York

25X1 Dear [redacted]

Enclosed please find a copy of the agenda for our next meeting. The presentations should involve "seminars in depth" to the extent possible. Committee members should be prepared to work on the night of Tuesday, 19 November, as required.

25X1 Certain changes in the order of presentation, such as rescheduling [redacted] talk from Wednesday to Tuesday, may be made at the discretion of the Chairman.

Sincerely,

[redacted]

25X1

*Sample 3 letter
of transmittal*